



## **FY 2022 Pretrial Services Program Grant (PSPG)**

### **Notice of Funding Availability**

#### **Online Submission Deadline:**

**October 22, 2021 by 3 PM**

**(Extended from original deadline of October 11, 2021 by 3 PM)**

**Funded by:**

**State of Maryland**

Governor's Office of Crime Prevention, Youth, and Victim Services  
100 Community Place  
Crownsville, Maryland 21032-2022  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)  
(410) 697-9338

Larry Hogan, Jr., Governor  
Boyd K. Rutherford, Lt. Governor  
V. Glenn Fueston, Jr., Executive Director

#### **ELIGIBILITY**

Funding through this solicitation is available to local government agencies that have the capacity to establish or improve pretrial services programs within their jurisdiction.

#### **IMPORTANT LINKS**

Application Instructions:

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

Grant Management System (GMS):

<http://goccp.maryland.gov/grants/>

***GMS submission is required; Hard copy applications are not accepted.***

## Purpose

Thank you for applying for the **FY 2022 Pretrial Services Program Grant (PSPG)** from the **Governor's Office of Crime Prevention, Youth, and Victim Services (Office)**. The primary purpose of this program is to support jurisdictions develop and implement programming that will effectively reduce the local detention population while protecting public safety and ensuring court appearance. These programs are specifically intended to provide pretrial services more equitably across the state by empowering local jurisdictions to provide pretrial services and to bring all existing programs into a consistent standard of best practices.

These efforts support the Office's objectives of maximizing the public safety returns on Maryland's corrections spending and improving information sharing to support data-driven criminal justice approaches in Maryland jurisdictions.

Priority will be given to requests that support the objectives outlined above, as well as the general goals of the Justice Reinvestment Act, and specifically the [recommendations](#) of the [Justice Reinvestment Coordinating Council](#). In addition to the specific program components required by this funding opportunity, the Office advocates the utilization of evidence-based practices and consistent data collection in all of its grant programs. The Office recommends applicants familiarize themselves with previous [commission findings](#) and [studies conducted in Maryland](#). Programs should strive to operate within the [standards](#) established by the [National Association of Pretrial Services Agencies](#) and the [National Criminal Justice Association](#).

If you need application assistance, please contact:

Quentin Jones, Program Manager  
[Quentin.Jones@maryland.gov](mailto:Quentin.Jones@maryland.gov)

Justice Schisler, Chief of Programs  
[Justice.Schisler@maryland.gov](mailto:Justice.Schisler@maryland.gov)

If you need assistance with program criteria or have questions on program design, please contact:

Juliana Palmer, Director of Justice Reinvestment  
[Juliana.Palmer@maryland.gov](mailto:Juliana.Palmer@maryland.gov)

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question customer experience survey [customer experience survey](#).

## Governor's Office of Crime Prevention, Youth, and Victim Service's Mission

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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## I. ELIGIBILITY CRITERIA

County-level entities in Maryland are eligible to submit no more than one (1) application for PSPG funding, which includes the following:

- Local detention centers
- Local courts
- County government agencies
- A partnership between multiple local criminal justice agencies

**Only one application will be awarded per jurisdiction.**

**Applicants who have not submitted all yearly pretrial data required under [Chapter 515 of 2016](#) will have funding withheld until data is received.**

## II. PROGRAM DESCRIPTION

### A. Requiring Agency

Governor's Office of Crime Prevention, Youth, and Victim Services (Office)

### B. Opportunity Title

Pretrial Services Program Grant (PSPG)

### C. Submission Date

October 22, 2021 by 3 PM

### D. Anticipated Period of Performance

January 1, 2022 to June 30, 2022

### E. Funding Opportunity Description

The Office announces the availability of \$1,020,000 in grant funding under PSPG and anticipates making between 10-12 awards not to exceed \$102,000 each for FY 2022.

[Chapter 771 of 2018](#) established the [PSPG Fund](#), which was reauthorized in 2019. The purpose of this program is to assist counties in the development, implementation, and improvement of pretrial services programs that reduce the size and cost of pretrial detention populations on the county level, reduce recidivism, and improve public safety outcomes, specifically the safety of victims and witnesses. Additionally, the program establishes a consistent standard of best practices across all grant funded pretrial release services.

PSPG is a statewide program that seeks to address the increasing size of the pretrial detention population in Maryland. The Office has received and analyzed pretrial detention information from local detention centers and will be making awards based on its assessment of the need and severity within local populations, with the purpose of substantially impacting the size of local pretrial detention populations and its cost impact.

**All funding is contingent upon the Office receiving the specified grant funds from the State of Maryland. Please note that applications that exceed the maximum award allocation noted above are subject to removal from consideration during the initial technical review.**

### III. PROGRAM REQUIREMENTS

#### A. Program Strategy

Grantees should provide a detailed plan for program operation, including:

- necessary stakeholders and their roles;
- the process and personnel overseeing risk screening;
- the proposed supervision model, including the practices listed below;
- referrals for treatment and services;
- failure to appear rates and outcome tracking;
- integration of victim notification protocols; and
- screener validation.

Grantees will be scored in part based upon the goals and expected outcomes of the program, including explicitly defined success benchmarks, such as the percent reduction in the local detention population after the grant period ends. Grantees should clearly state the estimated capacity of their programs to justify staff positions and the attainability of program goals. Successful problem statements will indicate the current cost impact of pretrial detention, staffing needs/shortages, availability of community resources, current supervision capacity, and needs indicated by current screening tools used in corrections.

Grantees are required to implement the following practices into their pretrial supervision programs:

- **Use of a validated, evidence-based, race-neutral risk scoring instrument to guide release and no bond decisions**
  - Programs can elect to begin by using a risk scoring instrument designed for estimating pretrial release risk that has already been validated in Maryland OR utilize a validated universal Public Safety Assessment with plans to validate the tool in subsequent grant years.
  - Priority will be given to jurisdictions that have or will validate their risk screener on local data through an external research partner. For guidance, visit [here](#). Self validating a risk screener is insufficient to meet the validation criteria for this funding opportunity.
  - Per the requirement, a risk assessment **must** be conducted at initial appearance to guide release decisions.
  - Applicants from jurisdictions that currently operate pretrial programs without a risk-screener should review the [Public Safety Risk Assessment Clearinghouse](#) to better understand their needs, design, and the importance of validation.
- **Apply best practices shown to be effective in other jurisdictions**
  - At minimum, programs are strongly recommended to have a Memorandum of Understanding (MOU) between the supervision agency and the local courts, or submit a letter of commitment from the District and/or Circuit court. If already in place, applicants are required to submit a copy of this agreement with their online application. If no MOU is in place, applicants should address plans to form an MOU during the grant period and name likely partners. In the program design, applicants should outline the responsibility and mechanisms for victim notification of pre-trial release, when applicable.
  - Programs have flexibility under this category to choose best practices from neighboring jurisdictions, or documented best practices recommended by national bodies. The following list of guides is a starting point for the development of a comprehensive pretrial services program:
    - [National Association of Pretrial Services Agencies](#) (NAPSA)

- [Pretrial Justice Institute](#)
  - [The National Conference of State Legislatures](#) (NCSL)
  - [Pretrial Criminal Justice Research Brief](#) (Laura and John Arnold Foundation)
- Applicants who clearly state which components of their program are evidence based and which principles they are following in their program design will be scored more competitively.
- **Incorporate multiple levels of supervision based on defendant risk scores with features that include ALL of the following:**
  - Cellular telephone reminders of a defendant's hearing date: Programs can implement this requirement through development of automated call, live caller, and/or text message systems.
  - Drug and alcohol testing: Programs are strongly encouraged to primarily utilize random drug testing and have policies in place to address defendants who are receiving Medication-Assisted Treatment (MAT), and to restrict this condition to only those defendants whose risk and need justify it through the screening process.
  - GPS monitoring, where warranted by risk screener: **Priority consideration** will be given to counties that incorporate GPS monitoring components that include victim stay-away alert technology in compliance with [HB 1163 of 2017](#).
  - Substance use, mental health, or mediation referrals: Referrals for substance use treatment should include referral to, and accommodate compliance with, all forms of Medication-Assisted Treatment (MAT).
  - Applicants are reminded that the requirement for this program is for the intensity of supervision to correlate to the assessed risk, as such, budgets should reflect that a small percentage of defendants are expected to require intensive supervision.

## **B. Outcome Measures**

Grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to the Office on a monthly basis. Grantees will receive technical assistance from the Office on how to track and define performance measures, including access to training materials. Additional resources are [available here](#) through the National Association of Pretrial Services Agencies to define and contextualize the terms below.

All grants awarded under this funding opportunity will be required to report yearly pretrial data as required under [Chapter 515 of 2016](#). In addition, all grantees will be required to report the following performance measures on a monthly basis:

- Unique identifier/case number for defendants engaged in the pretrial services program,
- Number of persons under supervision,
- Number of persons re-arrested,
- Number of persons who had Failure to Appear (FTA), and
- Number of persons who had release revoked.

Grantees should also provide a list of additional performance measures. The following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in the final awards:

### **Pretrial Rates**

- **Appearance Rate:** percentage of supervised defendants who make all scheduled court appearances.

- **Safety Rate:** percentage of supervised defendants not charged with a new offense during the pretrial stage.
- **Concurrence Rate:** ratio of defendants whose supervision level or detention status corresponds with their assessed risk of pretrial misconduct.
- **Success Rate:** percentage of released defendants who (1) are not revoked for technical violations of the conditions of their release, (2) appear for all scheduled court appearances, and (3) are not charged with a new offense during pretrial supervision.
- **Pretrial Detainee Length of Stay:** average length of stay in jail for pretrial detainees who are eligible by statute for pretrial release.
- **Universal Screening:** percentage of defendants eligible for release by statute or local court rule that the program assesses for release eligibility.
- **Recommendation Rate:** percentage of time the program follows its risk assessment criteria when recommending release or detention.
- **Response to Defendant Conduct:** frequency of policy-approved responses to compliance and noncompliance with court-ordered release conditions.
- **Pretrial Intervention Rate:** the pretrial agency's effectiveness at resolving outstanding bench warrants, arrest warrants, and capiases.

#### **Mission Critical Data**

- **Number of Defendants Released by Release Type and Condition:** number of release types ordered during a specified time frame.
- **Caseload Ratio:** number of supervised defendants divided by the number of case managers.
- **Time from Nonfinancial Release Order to Start of Pretrial Supervision:** time between a court's order of release and the pretrial agency's assumption of supervision.
- **Time on Pretrial Supervision:** time between the pretrial agency's assumption of supervision and the end of program supervision.
- **Pretrial Detention Rate:** proportion of pretrial defendants who are detained throughout pretrial case processing.

#### **Cost Savings Data**

- **Pretrial detention fixed cost:** per capita cost of pretrial detention for the current fiscal year, including existing correctional staff and overhead.
- **Pretrial detention marginal cost:** per capita cost of pretrial detention for the current fiscal year, only including variable inmate costs.
- **Pretrial release fixed cost:** per capita cost of pretrial release program for the current fiscal year, including in-kind staff and overhead.
- **Pretrial release marginal cost:** number of supervised defendants divided by the number of case managers.
- **Year-end savings:** savings identified in local correction's budget and/or averted costs as a result of new or expanded pretrial services.

### **C. Sustainability**

The PSGP Fund established by Chapter 771 of 2018 is anticipated to receive a yearly allocation through FY2023, subject to the budgetary discretion of the Governor. Continuation of this funding is not guaranteed. This is a competitive grant which provides six months of funding. These funds cannot be extended beyond June 30, 2022. Following the principle of the Maryland Justice Reinvestment Initiative, counties should specifically plan how to use savings from this grant program to ensure its sustainability, state how the program could be supported locally at the end of the grant period, or identify in-kind support for program components to account for future sustainability after grant funds are no longer available.

**Plans to apply for other state or federal grant funding opportunities through the Office are not sufficient to indicate sustainability.** However, applicants are encouraged to develop sustainability plans using other federal, state, or local grant funds, or any combination thereof.

#### IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application process, which may be accessed through the web URL [www.goccp.maryland.gov](http://www.goccp.maryland.gov) and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

**In order to use the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application you must have a User ID.** If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password: <http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is September 27, 2021. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the Governor's Office of Crime Prevention, Youth, and Victim Services, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance. If you need assistance completing the program-specific information required in the online application, please contact Juliana Palmer at [Juliana.Palmer@maryland.gov](mailto:Juliana.Palmer@maryland.gov) or 410-697-9316.

#### V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect the Governor's Office of Crime Prevention, Youth, and Victim Services' established guidelines and procedures, training is provided through [training videos posted on the Office website](http://goccp.maryland.gov/grants/gms-help-videos/). These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>. Please review the [training videos](http://goccp.maryland.gov/grants/gms-help-videos/) prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, [instructions](http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf) for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these [instructions](http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf) prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

The Office will conduct a **technical assistance conference call** to provide further application assistance and to answer questions. The PSPG technical assistance call will be held on **September 22, 2021 from 1:00 PM - 2:00 PM**. We encourage applicants to use the Google Meeting link below.

**Meeting Link:** [meet.google.com/ahi-dyfs-dqb](https://meet.google.com/ahi-dyfs-dqb)  
**PIN:** 726 660 249# **Call in number:** 1-619-399-2202



## VI. IMPORTANT DATES

Application Technical Assistance Call	September 22, 2021
Deadline to Request a User ID	September 27, 2021
Deadline to Submit an Online Application	October 22, 2021
Letters of Intent Emailed/Denial Letters Emailed	November 2021
Award Documents	November 2021
Sub-award Start Date	January 1, 2022
Sub-award End Date	June 30, 2022

## VII. APPLICATION EVALUATION

The Governor's Office of Crime Prevention, Youth, and Victim Services, along with an internal review team, will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/grants/programs/>) and will score each application accordingly:

- Problem statement/needs justification (15 points total)
- Program goals and objectives (20 points total)
- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending plan and budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

PSPG is a competitive application process. The Governor's Office of Crime Prevention, Youth, and Victim Services may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, the Governor's Office of Crime Prevention, Youth, and Victim Services' staff will also review the following for each application:

- Crime rate
- Geographic distribution
- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- Pretrial detention population
- Audit findings
- Performance history with previous awards

## VIII. FUNDING SPECIFICATIONS

### A. Funding Cycle

Commencement of awards funded under PSPG for FY 2022 will begin January 1, 2022 and end on June 30, 2022. These funds cannot be extended beyond June 30, 2022. **Funds are paid on a monthly reimbursable basis.**

### B. Allowable Costs for Direct Services

The following is a listing of services, activities, and costs that are eligible for support with PSPG funds within a sub-recipient's organization:

- Operating expenses

- Contractual services
- Equipment (GPS monitoring equipment and licenses, including additional victim stay-away alert technology)
- Drug testing
- Risk-assessment validation
- Other (Items that have a direct correlation to the overall success of a sub-recipient's project objectives and are necessary for the project to reach full implementation will be considered on a case-by-case basis.)

#### **C. Unallowable Costs**

The following services, activities, and costs cannot be supported with PSPG funding:

- Personnel, due to the length of the grant award period and no guarantee of continued funding
- Lobbying or administrative advocacy
- Audit costs
- Rental fees
- Printing costs
- Telephone/fax
- Food/beverages
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, and gift bags)
- Construction projects

**The list above is not exhaustive. The Governor's Office of Crime Prevention, Youth, and Victim Services reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.**

#### **D. Consultant Rates**

The threshold for consultant rates is \$650 per day or \$81.25 per hour. Rates above this threshold will be considered on a case by case basis, with sufficient budget justification.

### **IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

The Governor's Office of Crime Prevention, Youth, and Victim Services will distribute awarded funds to grantees on a monthly reimbursement of expenditures basis following the timely submission of corresponding monthly fiscal and programmatic reports. These reports must be submitted through the Grant Management System. All programmatic electronic reports are due within 15 calendar days of the end of each month. Financial electronic reports are due within 30 calendar days of the end of each month. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

#### **A. Electronic Funds Transfer (EFT)**

The Governor's Office of Crime Prevention, Youth and Victim Services encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

<https://marylandtaxes.gov/divisions/gad/eft-program.php>.

See Form GADX-10 and the GAD 710 Form to instruct first time vendors to update vendor information with the General Accounting Division(GAD)/Comptroller of Maryland and to instruct existing vendors how to update changes in banking information.

**B. Match**

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contributions to your program, it may be written into your narrative.

**C. Supplanting, Transparency, and Accountability**

Supplanting is the use of Office grant funds to replace state or local funds which were previously appropriated/budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this sub-award has been awarded. Any salaries, positions, personnel expenses, contractual expenses, equipment, travel, and other expenses paid for with Office grant funds must be used to supplement your organization's existing budget and may not replace any funds that were already included in your entity's existing or projected budget.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

## X. APPLICATION CHECKLIST

**What an Application Must Include *by the Deadline* to be Considered for Funding:**

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
  - ☐ Problem Statement/Needs Justification
  - ☐ Program Goals and Objectives
  - ☐ Program Strategy/ Logic Model
  - ☐ Program Measurement
  - ☐ Timeline
  - ☐ Spending Plan
  - ☐ Management Capabilities
  - ☐ Sustainability
  - ☐ Applicant Disclosure of Pending Applications Statement
- ☐ Unique Entity Identifier (UEI, Currently DUNS number) and SAM Registration
- ☐ Letters of Support/Commitment (if required in this NOFA)
- ☐ Budget and Budget Justification
  - ☐ Personnel
  - ☐ Operating Expenses
  - ☐ Travel
  - ☐ Contractual Services
  - ☐ Equipment
  - ☐ Other
- ☐ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)

\*Please note, the [Subrecipient Organizational Capacity Questionnaire](#) is no longer due at the time of application. If awarded, this completed questionnaire will be required post-award.

**\*More information on each item above can be found in the [NOFA Application Instructions](#).**

**The following list of guides is a starting point for the development of a comprehensive pretrial services program:**

- [National Association of Pretrial Services Agencies](#)
- [Pretrial Justice Institute](#)
- [The National Conference of State Legislatures](#)
- [Pretrial Criminal Justice Research Brief](#)